



We Work for You.



RouteOne eContracting

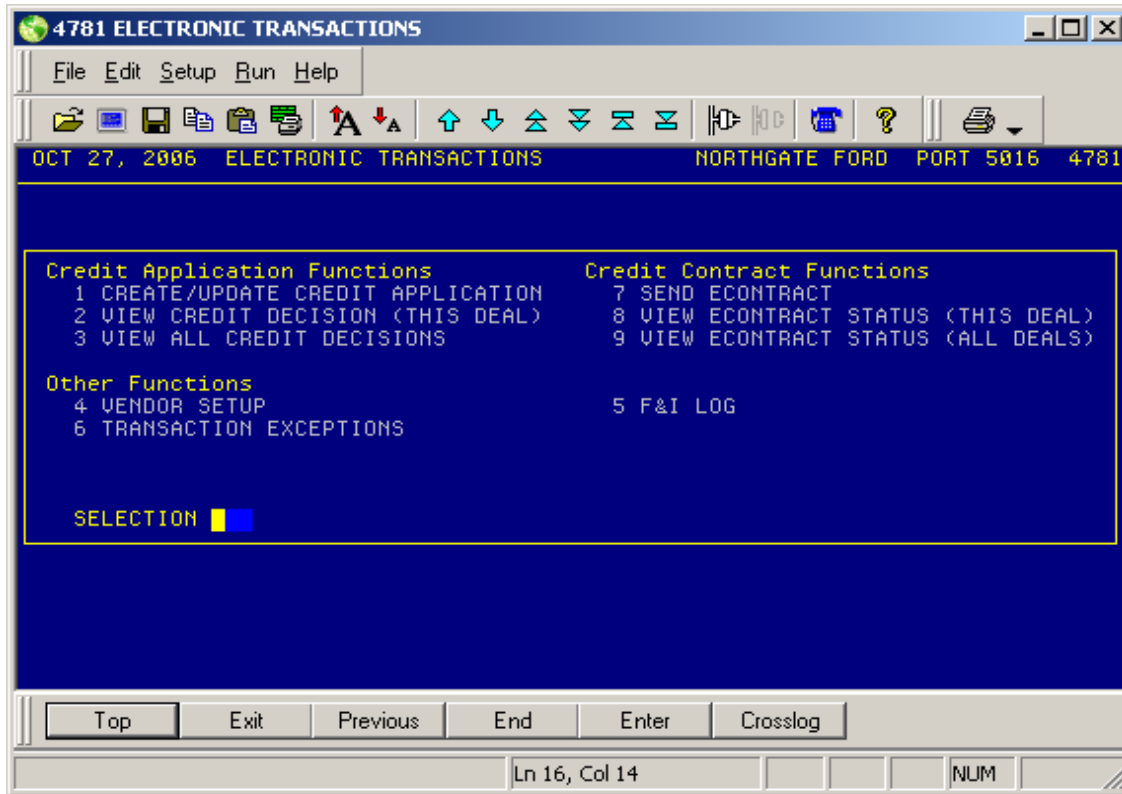
Reynolds and Reynolds ERA F&I Integration

Uploading a Contract to RouteOne

From your ERA F&I deal screen, enter “ET”.

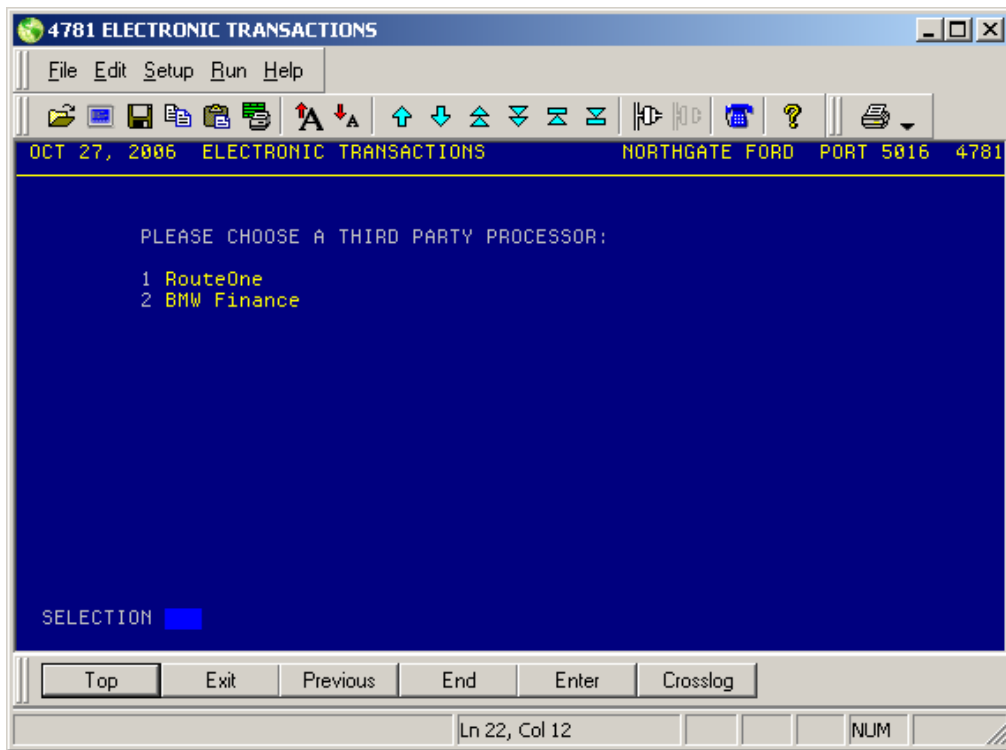
You will be navigated to the ERA F&I 4781 screen for electronic transactions.

Select “7” to upload the contract to RouteOne.



From the Third Party Processor screen, select “RouteOne”

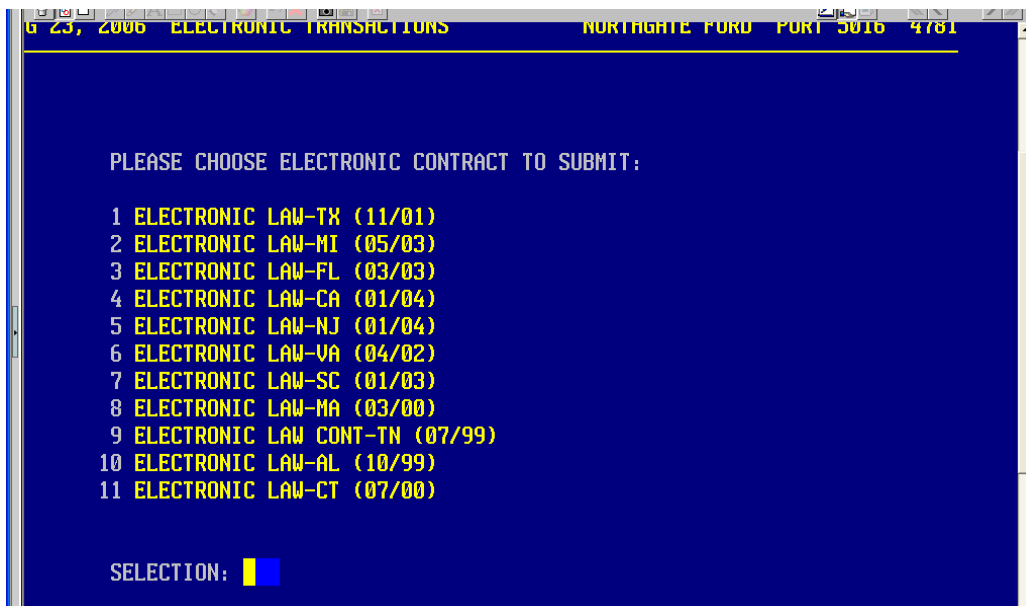
NOTE: Sequence of third party processors will vary by dealer.



Select the contract to upload.

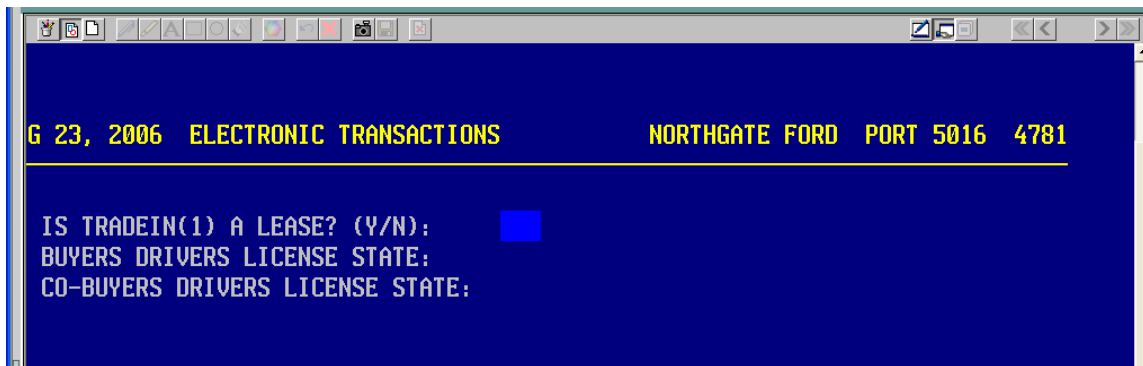
If more than one contract version exists, use the latest version by Date. You can hide outdated versions of contracts in screen 4816 using the Hide Form option.

NOTE: You should only be provided the option of utilizing the contract applicable for the state where you operate.

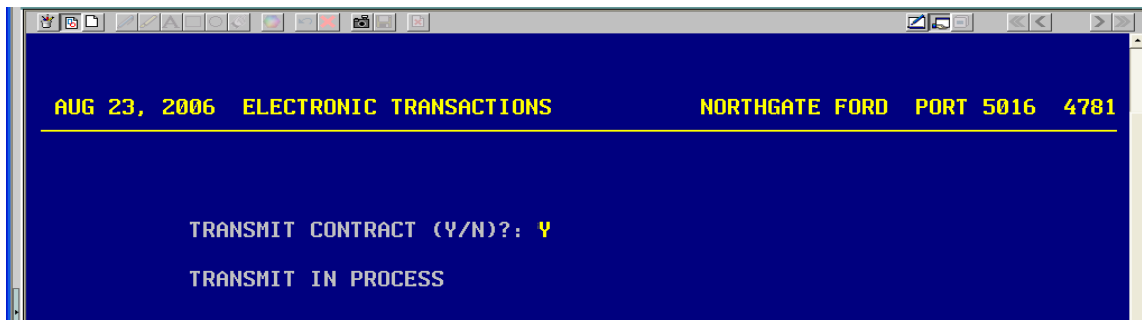


Enter any additional information prompted by the system.

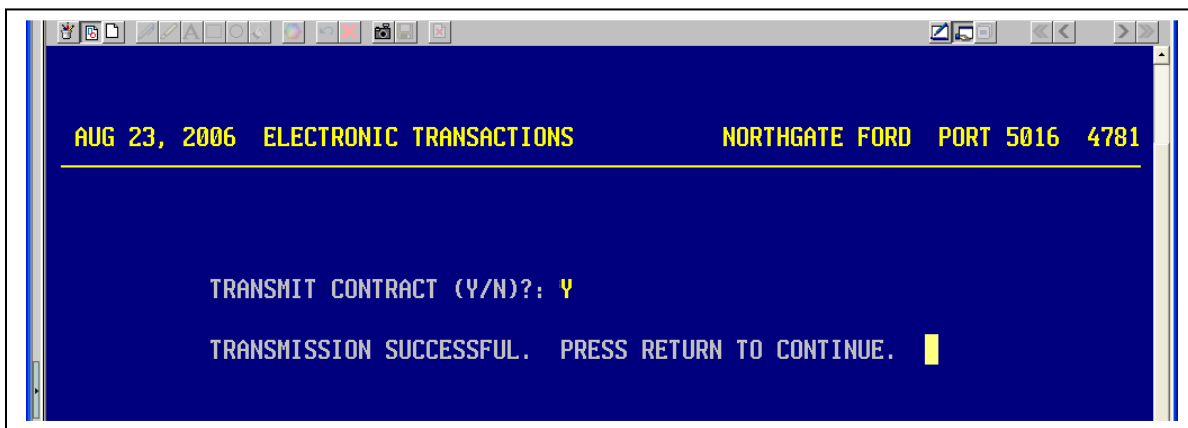
NOTE: This information is optional.



Select "Y" to transmit the contract to RouteOne.



Once the transmission successful message appears, navigate to RouteOne to complete the process.



Completing the Contract in RouteOne

1. Navigate to the RouteOne Contract Manager. Your uploaded contract shows status of **DSP Import**. Click on the contract status of **DSP Import**.

Contract Manager

SEARCH: Applicant Last/Business Name GO Clear Search

NOW SHOWING: 30 Days of All vehicles

Update Print Unlock Export Records Contract Held

Contracts without Credit App (314)					
STATUS DATE	DEAL ID	POINT OF ORIGIN	CUSTOMER NAME	CAS STATUS	
02/13/2012	00R1T003	R&R TEST DMS	ELLIS, JORDAN	WS Saved	
02/13/2012	48		MARSH, JACK	DSP Import	
02/13/2012	180		MULLEN, JOE	DSP Import	

2. If more than one credit decision in RouteOne matches the contract imported from ADP, a selection screen prompts you to select the correct match, or you can select **Create New Credit Application**, which opens a new Credit Application.

3. After making your selection, click **Save & Continue**.

Select Credit Application Decision

Please select a credit application decision to associate to the contract data. The information below is from the credit application.

Finance Source	Credit App #	Applicant	SSN	DMS Deal Number	Last Activity Date	VIN
<input type="radio"/> TFSTst-eC FS	31949630	Stephen, David	603081037	116655	2008-09-04 15:06:12.0	1G1ZK57768F159981
<input checked="" type="radio"/> FMCTst-eC FS	31949630	Stephen, David	603081037	116655	2008-09-04 15:06:12.0	1G1ZK57768F159981
<input type="radio"/> Create New Credit Application						

Cancel Save & Continue

4. The RouteOne Contract Worksheet opens and populates with information uploaded from ADP.

Enter any missing data required by the finance source.

*Sales Class: New

*VIN: 11111111111111111111

*Year: 2012

*Make: Other

Other: Ford

*Model: Other

Other: F-150

*Style/Trim: Other

Other: 2WD Reg Cab 126" STX

*Collateral Type: Light Truck

*Intended Use: Personal Family or Household

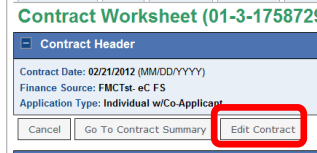
5. If the selected finance source supports Data Validation, click **Validate**.

6. If the selected finance source does not support Data Validation, or if you are not performing validation on this particular contract, click **Generate Contract** to complete the eContract.

Cancel Go To Contract Summary Save Validate Generate Contract

To edit a Validated or Generated eContract (or eDocuments):

If a dealer wants to 'Edit' the Contract or an eDocument, they can simply click the button to be navigated to the applicable page. Then click the 'Edit' button.



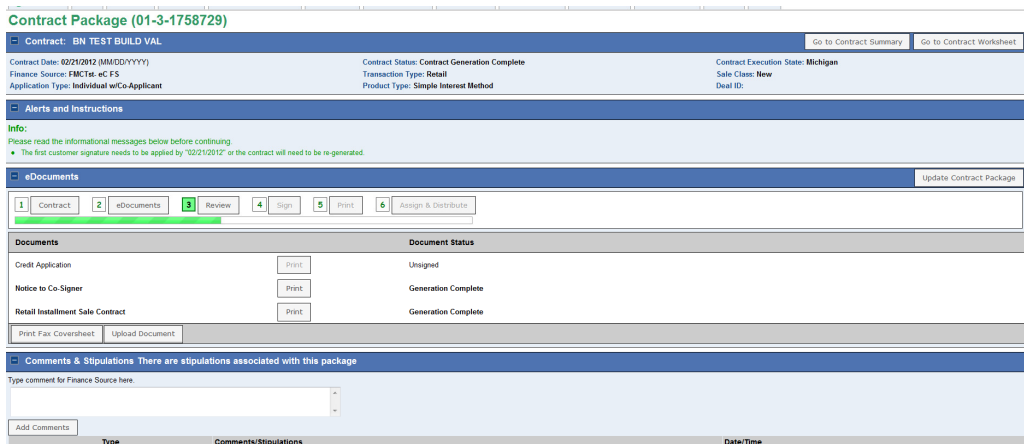
2. Make any required corrections, and proceed forward with Data Validation or Contract Generation as described in the previous section.

3. To edit the contract in ADP, navigate back to ADP, make the necessary edits, and follow the steps above for uploading a contract to re-import the contract into RouteOne.

Note:

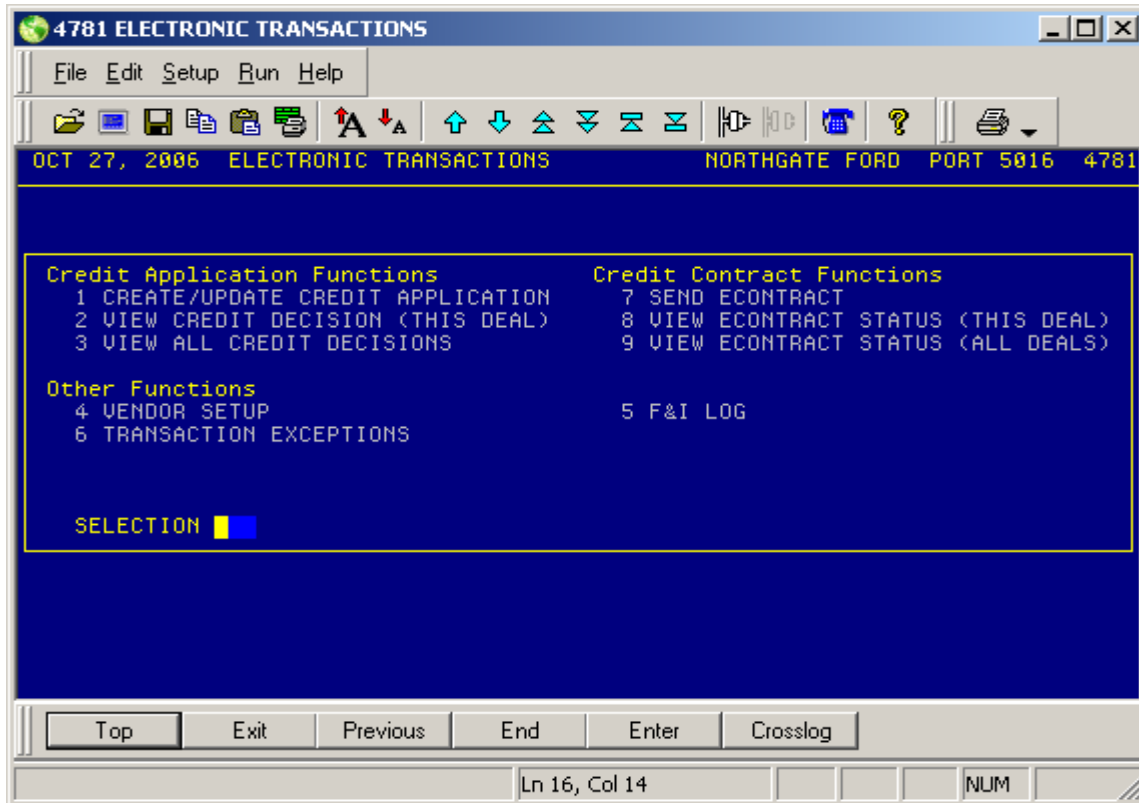
You cannot re-import a contract if the documentation (e.g. Review Copy, Completed Copy, etc.) has been generated in RouteOne. To re-import in this case, delete the PDF version of the eContract using either the 'Contract' button on the RouteOne Contract Package page, (clicking either of these buttons will delete the contract package, and return you to the Contract Worksheet, so that you may re-generate the contract package). [See screen shot above]

4. Complete the eContracting process



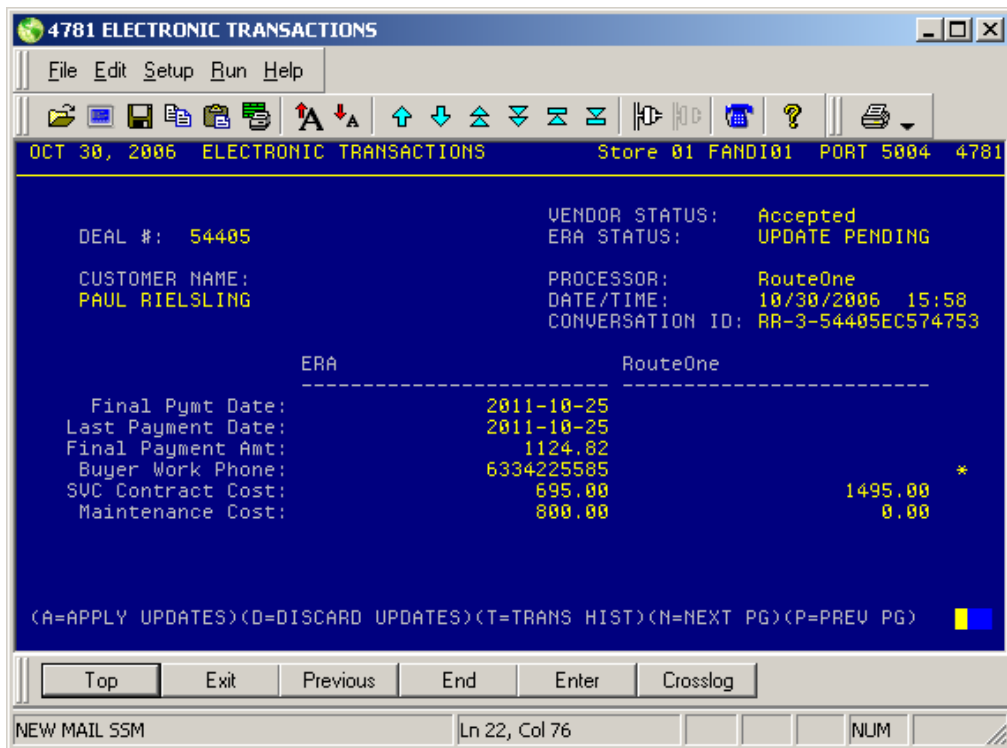
Viewing your Contract Status in ERA F&I

From the ERA F&I screen, you can perform several functions for your eContract:



Credit Contract Functions:

- 7. Send eContract:** Used to transmit the eContract to RouteOne
- 8. View eContract Status (this deal):** Used to view the eContract status of the current deal. Both ERA F&I and RouteOne statuses will be displayed.



The 5 ERA F&I statuses include:

- CONTRACT SENT Credit Contract data has been transmitted to the vendor.
- UPDATE PENDING An inbound Credit Contract has been received from the vendor but any changes have not yet been updated to the ERA F&I deal record.
- UPDATE APPLIED An inbound Credit Contract has been received from the vendor and the changes have been updated to the ERA F&I deal record.
- UPDATE SKIPPED An inbound Credit Contract has been received from the vendor but the changes were discarded by the user.
- ERROR An ERROR (a Soap Fault or possible some other type of error) was encountered during the most recent transaction. Use the VIEW ERRORS function to see the error details.

After the contract has been “Booked” by the finance source in RouteOne, an “Accepted” status will be displayed in ERA F&I.

If an update to the contract has been sent by RouteOne, an * displayed next to the fields represent the fields that will be updated in ERA F&I when “APPLY UPDATES” is selected.

NOTE: Deals are not automatically updated for eContracting.

9. **View eContract Status (all deals):** Used to view the statuses of all eContracting deals transmitted.

OCT 26, 2006 ELECTRONIC TRANSACTIONS				NORTHGATE FORD PORT 5007 4781				
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DEAL #	CUSTOMER NAME	DATE	TIME	TYPE	VENDOR	3RD ID	ERA STATUS VENDOR STATUS	
8	54218	PATRICE ROWLA	09/26/06	16:53	R	RTO	6B70H	CONTRACT SENT
9	54219	ALISON RICKTE	09/26/06	16:53	R	RTO	6B70H	CONTRACT SENT
10	6102	GERALD L HARE	10/13/06	11:40	R	RTO	TK4FA	ERROR
11	6914	GERALD L HARE	10/17/06	13:51	R	RTO	TK4FA	VALIDATED CONTRACT SENT

(LINE#)(F#=FORWARD)(B#=BACKWARD) ____

A comparison of both system statuses will display in the right hand column titled ERA Status/Vendor Status. The ERA status will appear above the vendor status.

- ERA (CONTRACT SENT, UPDATE PENDING, UPDATE APPLIED, UPDATE SKIPPED, ERROR)
- Vendor (VALIDATED, ACCEPTED)

Other Functions:

6. Transaction Exceptions: Used to view exception messages on all eContracting deals.